



JOB POSTING June 7, 2019

Position: Director of Human Relations

Dept: Human Relations Commission

Reports to: Chairperson of Commission

Content Revision Date: 06/06/2019

FLSA: Exempt

Position Summary:

The Director of the Terre Haute Human Relations Commission is responsible for the management of all aspects of the office operations of the Terre Haute Relations Commission. The Director will lead processes which ensure the proactive provision of education on human rights issues to community groups, sensitive and accurate information to citizens inquiring about their rights, and staff support to the Human Relations Commission. The Director will receive general guidance from the Commission and will have a considerable amount of contact with the public, city officials and representatives from industry.

Position Responsibilities (include but are not limited to the following):

- Manages and/or supervises the daily operations and activities of the Human Rights Commission office
- Leads the process of thorough and timely review of complaints to the Commission as directed by the Commission
- Assists in the development, coordination and implementation of educational programs designed to improve human relations and to help achieve equal opportunity for all citizens of Terre Haute.
- Gathers, interprets and disseminates information about laws, regulations and issues concerning human rights and equal opportunity to Commissioners, local agencies, and others deemed appropriate by the Commission.
- Monitors the development and implementation of affirmative action policies and programs for the City of Terre Haute
- Provides counseling to citizens and groups experiencing problems involving human rights and equal opportunity
- Interacts with other human rights and community organizations, at all levels, regarding areas of mutual concern
- Maintains the administrative and correspondence records of the Commission in accordance with legal requirements.
- Applies and pursues funds along with administering and maintaining opportunities for Federal Certification of the Terre Haute Human Relations Commission and pursuing opportunities for private/public partnerships and private funding
- Keeps the Mayor, City Council, and the City Government Department Heads abreast of local and national developments in the field of Human Rights
- Identifies and maintains confidential information within the department and assures that the staff members maintain confidentiality

- Generates a summary of activities in the form of a Director's Report for publication in the Commission's Annual Report and submits to Chairperson on a monthly basis
- Notifies the Chairperson and the Commission Attorney of each filed complaint of discrimination, prior to the assignment of investigators along with any other current issues dealing with human rights.
- Prepares, monitors and presents an annual budget to the Commission's Treasurer and City Council for discussion and approval.

Knowledge, Skills, and Abilities Required:

- Strong ability to prioritize assignments
- Relevant skills in planning, administration and task implementation with a demonstrated sensitivity to human and social concerns
- Excellent organization skills
- Working knowledge of Microsoft Office
- Excellent written and oral communication skills including public speaking
- Excellent administrative skills
- Detailed oriented
- Thorough knowledge of equal housing, equal employment opportunity, affirmative action, litigation, regulations and procedures, local ordinance, and human rights legislation
- Strong ability to lead and influence others.
- Strong ability to function with general, indirect supervision and exercise personal initiative
- Proven ability to relate diplomatically and courteously to all ages of individuals, including individuals who are experiencing stress and anger.
- Proven public relations including relations with the media.
- Demonstrated experience in dealing with human issues in a creative and flexible manner
- Proven ability to handle complex, often conflicting, issues involved with litigation and development of cases.
- Marked ability to deal with sensitive issues in a confidential and effective manner
- Valid driver's license

Ability to work some evenings and weekends as needed

Minimum Qualifications:

Education/Training: A Bachelor's degree in Sociology, Political Science, Law, Public Administration or other human service fields is required. A graduate degree in one of these fields is preferred.

Experience: Minimum 3 years experience in the planning, administration and task implementation of human relations, social services and/or human resource functions. Previous management experience is preferred.

Working Conditions: Office setting and varied community settings. Travel required in the community and some travel within the state.

Physical Requirements:

- Ability to sit for extended periods of time

- Finger dexterity required to manipulate objects and use a keyboard
- Ability to see within normal parameters
- Ability to hear within normal range
- Ability to extend hand(s) and arm(s)
- Ability to drive a vehicle
- Ability to access community settings

How to Apply: Applications/Resumes and professional references will be accepted online only at terrehaute.in.gov. Applications may be submitted from a home personal computer or by utilizing resources available at your local County Library Branch or local Work One office.

Position will remain open until filled.